



American Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT **LEAD/SENIOR HUMAN RESOURCES ASSISTANT**

Announcement Number: 09-28

OPEN TO: All Interested Candidates

POSITION: **Lead/ Senior Human Resources Assistant** (*Position # 100014*)

OPENING DATE: Monday, December 7, 2009

CLOSING DATE: Monday, December 21, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: For persons Ordinarily Resident (OR*) in Bahrain:
- Training Level/**FSN-08**: BD 10,539/year (BD 878.250/month) starting salary, including allowances. *Note*: The selected candidate will undergo one year of developmental training, after which s/he will be eligible for promotion to the full position grade of **FSN-09**.
Applicants ordinarily resident in Bahrain must possess Bahraini government work and/or residency permits to be eligible for consideration
- For EFM*s* and persons Not Ordinarily Resident (NOR*) in Bahrain: Position grade **FP-05 or FP-06**; salary is in US Dollars based on the US pay plan. See the HR section for more details.
All FP position grades are determined by HR in Washington DC

BENEFITS: Excellent working conditions; 5-day workweek; annual pay for performance increase; premier worldwide medical insurance coverage for employee and family; 26 work days of annual leave per year; 20 holidays per year (American and Bahraini); optional retirement plan; ample opportunity for on-line/classroom training and personal development

The American Embassy in Manama is seeking candidates for employment as a Lead/ Senior Human Resources Assistant in the Human Resources Office (HRO).

BASIC FUNCTION OF THE POSITION

The incumbent serves as the lead/senior Locally Employed Staff (LE Staff) member responsible for prioritization of the Human Resource's section work; identifies tasks that need to be done and follows them through to completion. Provides the full-range of HR functions for American and LE Staff employees to include: regulations and management policies; recruitment; compensation; Local Compensation Plan (LCP); position classification via Computer Aided Job Evaluation (CAJE); coordination of post's training program; disciplinary steps and action; various HR cables and personnel actions; LE staff performance policy; host country sponsorship; embassy-wide awards program; LE Staff medical program; and maintenance of official data and personnel folders. Serves as Embassy's expert on 3 FAM, 3 FAH and Bahraini labor law. Effectively manage the HR Office during periods of HRO regional travel or leave, becoming the central point person, referring questions and issues to higher authorities when needed. Has full supervisory responsibility for two local staff (one junior HR assistant and one HR clerk).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension, x2973.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** University degree in human resources management, business administration or psychology is required.
- 2. Experience:** At least three years of progressively responsible experience in which the primary duty is/was human resources management. At least one year in a work guidance capacity is required.
- 3. Language:** Level 3 (proficient) written/spoken English is required.
- 4. Knowledge:** In-depth knowledge of Bahraini labor law and GOSI (social security) regulations is required. Complex and multifaceted knowledge of 3 FAM, 3 FAH, standardized regulations (DSSR), code of federal regulations (CFR), employee handbook and local compensation plan are required. Solid understanding of a wide range of HR programs and general human resources management is required. Thorough knowledge of prevailing personnel and compensation practices is required. Excellent knowledge of USG position classification standards is required. Steadfast adherence to the highest standards of professional conduct and commitment to upholding the integrity of all aspects of personnel administration consistent with all applicable and necessary regulatory guidance is required. Ability to deal with human resources management issues in a principled, fair, and equitable manner is required.
- 5. Abilities & Skills:** Attention to detail, tact, discretion, good judgment, respect for diversity, patience, empathy and ability to listen is required. Ability to accurately draft written documents using proper English is required. Proficiency with Microsoft suite of applications is required. Excellent interpersonal and communication skills and ability to deal effectively with a broad range of embassy and external players is required. Strong sense and aptitude for customer service is required.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current Not Ordinarily Resident* employees hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
5. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement # 09-28

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

*** DEFINITIONS**

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

CLOSING DATE FOR THIS POSITION IS MONDAY, DECEMBER 21, 2009

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: MGT: GNavadel; Cleared: RHRO: JDavies; FMO: RDailey